

***Fort Belvoir Regulation 115-1**

**DEPARTMENT OF THE ARMY
US ARMY GARRISON, FORT BELVOIR
Fort Belvoir, VA 22060-5929**

FB Regulation 115-1

7 June 2004

**Climatic, Hydrological and Topographic Services
ROUTINE AND HAZARDOUS WEATHER CONDITION PROCEDURES**

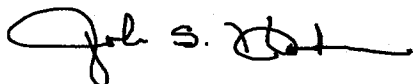
FOR THE COMMANDER:

**THOMAS W. WILLIAMS
COL, AD
Garrison Commander**

DISTRIBUTION:

**A
5929 (10)
5840 (10)**

OFFICIAL:



**JOHN S. HODGE
Adjutant General**

History. This publication was last printed on 30 May 2002. This printing publishes changes made since that date.

Summary. This is a revised Fort Belvoir regulation. It establishes responsibilities and prescribes procedures for furnishing adverse weather warnings at Fort Belvoir. Generally, the Garrison Commander (GC) will not direct dismissal beyond Office of Personnel Management (OPM) guidance. However, the GC does retain authority for individual/group dismissals during normal duty hours in the event of inclement weather or extended system failures. Supervisors are empowered to use their leave granting authority based on mission load.

Applicability. This regulation applies to all units, including partners/tenants, assigned or attached to Fort Belvoir and provides guidance to commanders for appropriate action.

Suggested Improvements. The proponent of this regulation is the Directorate of Plans, Training, Mobilization, and Security (DPTMS), US Army Garrison, Fort Belvoir. Users should send comments and suggested improvements on DA Form 2028, Recommended Changes to Publications and Blank Forms, to Commander, US Army Garrison Fort Belvoir (ANFB-OPP-P), 9820 Flagler Road, Suite G2, Fort Belvoir, VA 22060-5929.

*This regulation supersedes FB Regulation 115-1, dated 30 May 2002.

Fort Belvoir Regulation 115-1 (7 Jun 04)

SECTION I	GENERAL	Paragraph	Page
	Purpose and Scope	1	3
	Policy	2	3
	Responsibilities	3	3
SECTION II	ADVERSE WEATHER WARNING CONDITIONS		
	Weather Warning Conditions	4	6
	Procedures	4	6
	Notification	4	6
	Hurricane Conditions	5	7
	Hot Weather Conditions	6	7
	Procedures	6	7
	Winter Weather Conditions	7	8
	Procedures	7	8
SECTION III	COORDINATING INSTRUCTIONS		
	Coordinating Instructions	8	8
SECTION IV	SUPPLY AND SERVICES		
	Supply and Services	9	9
SECTION V	COMMAND AND CONTROL		
	Command and Control	10	9
SECTION VI	TERMS AND DEFINITIONS		
	Terms and Definitions	11	9
SECTION VII	REFERENCES		
	References	12	11
APPENDIX A	Primary and Alternate Emergency Essential Employees		A-1
APPENDIX B	Local Media Announcements		B-1

SECTION I - GENERAL

1. **PURPOSE AND SCOPE.** This regulation establishes responsibilities and prescribes procedures for furnishing adverse weather warnings at Fort Belvoir. It also provides for Fort Belvoir to adhere to the Office of Personnel Management (OPM) decisions concerning the release, dismissal, and absence of civilian employees and soldiers. Generally, the Garrison Commander will not direct dismissal beyond OPM guidance. Supervisors are empowered to use their leave granting authority based on mission. It applies to all units, including partners/tenants, assigned or attached to Fort Belvoir and provides guidance to commanders for appropriate action.

2. **POLICY.** Unless otherwise notified, all personnel are to assume that Fort Belvoir will be operational regardless of weather or other emergency conditions. Personnel are expected to adjust their schedules in order to compensate for and anticipate difficulty in driving conditions or disruptions of public transportation.

a. Fort Belvoir will comply with the OPM announcements concerning severe snow, ice, or rainstorm guidelines during non-duty hours.

b. The Garrison Commander, US Army Garrison Fort Belvoir (GCUSAGFB), retains authority for individual/group dismissals during normal duty hours for inclement weather or for extended system failures (i.e., heating, air conditioning, water outages, and power outages), which prevent or severely impair command operations.

c. Fort Belvoir road conditions will be determined by the Directorate of Emergency Services (DES) and posted at the Transportation Motor Pool (TMP) dispatch office with an information copy to Directorate of Plans, Training, Mobilization, and Security.

d. Continued operation of medical facilities, public safety facilities, national defense or other crucial operations is essential. Personnel designated as emergency essential must report to, and remain at, their work sites in emergency situations.

e. The designation of mission essential activities and services is a command prerogative. In the absence of specific guidance on each occasion, activities and/or services that normally operate on a holiday schedule will remain operational. Activities are required to identify and designate in writing "emergency essential" employees (civilian and/or military personnel). A sample designation form is at Appendix A.

3. RESPONSIBILITIES

a. The Directorate of Plans, Training, Mobilization, and Security (DPTMS) will:

Fort Belvoir Regulation 115-1 (7 Jun 04)

(1) Activate the installation emergency operations center (IEOC) when directed by the Garrison Commander.

(2) Obtain road conditions from DES during inclement weather and ensure TMP personnel are notified.

(3) Receive adverse weather warnings during duty hours from Operating Location A, 18th Weather Squadron, US Air Force (OL-A, 18th WS, USAF), Fort Belvoir or during non-duty hours Davison Army Airfield, Base Operations, Fort Belvoir, and disseminate by E-mail to Public Affairs Office (PAO) and/or call (703) 805-2583/2942/5001.

(4) Keep the Fort Belvoir Installation Staff Duty Officer (ISDO) informed of applicable emergency plans.

(5) Notify US Army Military District of Washington, Deputy Chief of Staff for Operations, Plans, and Security when Fort Belvoir will be operating under emergency manning conditions.

(6) In coordination with the GCUSAGFB and OPM, implement adverse weather conditions, i.e. hot weather conditions, winter weather conditions, or weather warning conditions on Fort Belvoir and determine the degree to which they apply to elements of the command (to include community services, night shifts, etc.).

(7) Establish procedures for notifying installation activities when severe hazardous weather conditions exist and operational restrictions have been imposed by the GCUSAGFB.

(8) Assist in providing communications, via hand held radios, in support of continuing Fort Belvoir operations during periods of severe weather.

(9) Keep the PAO informed on all developments as they occur.

(10) Receive Wet Bulb Globe Temperature (WBGT) from DeWitt Health Care Network.

(11) Ensure the primary and alternate points of contact lists for non-duty hour emergency notifications are updated annually. See paragraph 3.d.(2).

b. Operating Location A, 18th Weather Station (OL-A 18th WS), will:

(1) Obtain and provide adverse weather warnings for the Fort Belvoir area.

(2) During duty hours provide weather warnings to DPTMS.

Fort Belvoir Regulation 115-1 (7 Jun 04)

(3) Ensure during non-duty hours Davison Army Airfield, Base Operations, provides weather warnings to the Military Police at 806-3104/3105/3106. A weather station forecaster is on standby when the station is closed.

(4) Provide special or formal weather briefings as requested by the GCUSAGFB or DPTMS.

c. The Public Affairs Office (PAO) will:

(1) Periodically disseminate the information in this regulation through command and public information channels to ensure the post community understands the procedures for adverse weather warnings.

(2) Publish annually in the "Belvoir Eagle" newspaper a current list of radio stations to be used to notify personnel.

(3) Provide timely information to the installation through Global E-mail, the Fort Belvoir News and Information Listserv, Belvoir Cable Channel 3, Belvoir Information Hotline at (703) 805-3030, and Belvoir Online at <http://www.belvoir.army.mil>.

d. Commanders, directors, and supervisors (to include partners/tenants) will:

(1) Disseminate adverse weather warnings to subordinate elements. Rapid dissemination of warnings to all echelons is a continuing responsibility.

(2) Ensure primary and alternate points of contact lists for non-duty emergency notifications are current, provided to and on file with the DPTMS.

(3) Ensure essential missions are provided for during periods of severe weather. This includes identifying and providing written notification to personnel who perform duties which are vital to the operation of this installation, and who are required to be at work regardless of emergency situations or any general dismissal authorization. This includes, but is not limited to, medical, public safety, national defense, or other critical operations.

(4) Organizations with General Services Administration (GSA) vehicles will call the TMP during inclement weather to obtain the road conditions prior to moving the vehicle. Organizations with other government vehicles are to call DPTMS for road conditions.

(5) Notify DPTMS of what activities are closed.

e. DeWitt Health Care Network will:

Fort Belvoir Regulation 115-1 (7 Jun 04)

(1) Compute and provide the WBGT index to DPTMS during normal duty hours (0730-1630 hours), May through September.

(2) Provide WBGT index updates during non-duty hours to the Installation Staff Duty Officer (ISDO) at (703) 805-3101.

f. Directorate of Emergency Services (DES) will:

(1) Determine road conditions on Fort Belvoir, (Green, Amber, Red, or Black). See Section VI, 11.c. 1-4.

(2) During duty hours inform DPTMS of changes in road conditions during inclement weather. During non-duty hours, notify the ISDO.

g. Directorate of Logistics (DOL) will:

(1) During non-duty hours obtain road conditions from DES and post them at the TMP dispatch office.

(2) During duty hours obtain road conditions from DPTMS and post them at the TMP dispatch office.

(3) During adverse road conditions, determine dispatch availability for TMP vehicles. Four-wheel drive vehicles will be prioritized for use. Priority will be for essential services (i.e., public safety and medical services).

h. Defense Commissary Agency (DeCA) will keep the Fort Belvoir Commissary open for business one hour after receiving notification from the Garrison Commander that the Installation is closing.

SECTION II - ADVERSE WEATHER WARNING CONDITIONS

4. WEATHER WARNING CONDITIONS.

a. PROCEDURES: The 15th Operational Weather Squadron (OWS), Scott AFB, IL is responsible for the issuance of all required warnings. During duty hours, OL-A, 18th WS (USAF) will make notification to DPTMS and non-duty hours, Davison Army Airfield Base Operations will make notifications to the Military Police for the criterion specified in Section VI. Unless otherwise indicated, the normal lead-time is two hours in advance of inclement weather occurrence. Weather warnings will be disseminated by DPTMS during duty hours and by the military police during non-duty hours.

b. NOTIFICATION.

(1) During normal duty hours, DPTMS will disseminate weather-warning notifications.

Fort Belvoir Regulation 115-1 (7 Jun 04)

(2) Commanders, directors, and chiefs of activities will rapidly disseminate weather warnings to all elements within their chain of command and will take necessary actions to reduce or eliminate severe weather damage to the facilities and equipment.

5. **HURRICANE CONDITIONS.** OL-A, 18th WS (USAF) will furnish timely hurricane and tropical cyclone information to DPTMS. This will be an interpretation of when forecasts of this type of weather include the Fort Belvoir area. Upon authorization by the GCUSAGFB, DPTMS will disseminate hurricane advisories and initial tropical cyclone advisories when a tropical cyclone is within 1,000 nautical miles of Fort Belvoir.

6. **HOT WEATHER CONDITIONS.**

a. **PROCEDURES:** DeWitt Health Care Network will compute the WBGT index hourly during duty hours. The WBGT will be reported to DPTMS upon reaching an index of 85 degrees Fahrenheit Heat Category III and reported until the WBGT falls below that level.

b. DeWitt Environmental Health (EH) will:

(1) Monitor WBGT hourly beginning at daylight and ending at 1630 hours.

(2) Record WBGT and recommendations on Hotline at 805-0089.

(3) Ensure the Hospital Staff Duty monitors the WBGT from 1630 hours until dusk.

(4) Alert DPTMS of Heat Category III until it falls below 85 degrees Fahrenheit.

(5) On weekends ensure the DeWitt Staff Duty NCO (SDNCO) monitors the WBGT and recording.

c. Agencies can obtain the WBGT index by accessing the weather on E-mail, <http://www.Belvoir.army.mil> or by contacting the Belvoir Environmental Health WBGT Hotline at (703) 805-0089 during normal duty hours, or after duty hours, the Hospital Staff Duty at 805-0150.

d. On weekends agencies can obtain the WBGT index by contacting the Hospital Staff Duty at (703) 805-0150.

e. Supervisors will reduce or suspend outdoor activities when the WBGT reaches the following critical levels:

(1) When the WBGT reaches 82 degrees, use discretion in planning strenuous exercise for unseasoned personnel. Implement work/rest cycles (50 minutes/10 minutes) as required. Encourage water consumption.

Fort Belvoir Regulation 115-1 (7 Jun 04)

(2) When the WBGT reaches 85 degrees, avoid outdoor classes and conducting work details in the sun if possible. If the situation requires training or work in the sun, provide liberal amounts of drinking water and implement work and rest cycles (40/20) to reduce the amount of heat stress. Do not use salt tablets.

(3) When the WBGT reaches 88 degrees, stop all physical training or strenuous work. Seasoned personnel may have limited physical activity for periods not to exceed 6 hours per day. WBGT readings of 88 and above indicate progressively more hazardous situations, and demand extra attention to preventive measures. Water consumption and work/rest cycles (30/30) should be modified accordingly.

f. The above restrictions will remain in effect from the time information is announced and until the WBGT index falls below the critical levels stated.

g. Directors of activities occupying facilities with high or low temperatures and humidity should emphasize improvement of working conditions, and avoid dismissals. Employees should work if conditions are, in the director's judgment, reasonably adequate, despite minor discomfort. Directors may grant sick leave to those employees whose health may suffer because of high temperatures or humidity. Personnel suffering from the heat, but whose health has not been endangered, may be granted annual leave, provided they can be spared. Before authorizing group dismissal, (which must be coordinated through the GCUSAGFB) directors must establish, by reasonable standards, that working conditions actually prevent work, based on temperature, humidity and physical requirements of the position.

7. WINTER WEATHER CONDITIONS

a. PROCEDURES: In the event of a severe snow, ice, or rain storm, OPM provides instructions for emergency dismissal and closure. Radio and television broadcasts will communicate guidance. Announcements should be broadcast prior to 0600 hours.

b. Supervisors are responsible for mission accomplishment as well as the time and attendance policy in the work place. Through their leave granting authority, supervisors may dismiss employees based on personal travel requirements or other matters, as missions allow. The Garrison Commander will not direct dismissal.

SECTION III - COORDINATING INSTRUCTIONS

8. COORDINATING INSTRUCTIONS:

a. Duty uniform for military personnel during snow emergency operations will be Battle Dress Uniform (BDU) with field jacket, gloves, and cold weather gear, as appropriate.

b. Civilian employees will wear appropriate clothing for the weather conditions.

c. Requests for emergency wrecker service for GSA vehicles may be obtained by calling the TMP at (703) 805-2280. All other requests for emergency wrecker service must be directed through DPTMS for tasking. During non-duty hours, all requests will be directed through the ISDO, who will contact DPTMS.

SECTION IV - SUPPLY AND SERVICES

9. **SUPPLY AND SERVICE:** Requests for emergency supplies and services should be directed to the DOL. During non-duty hours, requests will be directed through the ISDO, who will contact DPTMS. DPTMS will in turn coordinate requests with DOL.

SECTION V - COMMAND AND CONTROL

10. COMMAND AND CONTROL:

a. The GCUSAGFB retains command and control of Fort Belvoir and is located at 9820 Flagler Road, Fort Belvoir, VA.

b. DPTMS is located in the basement of building 269, 9820 Flagler Road, Fort Belvoir, VA.

SECTION VI - TERMS AND DEFINITIONS

11. TERMS AND DEFINITIONS

a. **Hot Weather Conditions:** When the wet bulb globe temperature reaches 80 degrees or higher.

b. **Winter Weather Conditions:** Any precipitation of snow, sleet, or freezing rain causing slippery or dangerous road conditions leading to or likely to lead to traffic congestion and accidents.

c. **Road conditions:** Status for determining the conditions of Fort Belvoir roads during inclement weather will be identified by DES and posted by TMP using the following color codes:

(1) Green indicates all roads are clear and safe for travel.

(2) Amber indicates road conditions are deteriorating. Drivers should use caution when driving as one or more of the following exists and should eliminate as much unnecessary driving as possible:

(a) Roads are snow packed and/or icy in spots, snow is falling at a rate that is causing accumulation but is being cleared adequately by snow removal assets.

Fort Belvoir Regulation 115-1 (7 Jun 04)

(b) Road conditions would cause moderate and possibly hazardous delays to drivers.

(3) Red indicates road conditions have deteriorated to such a hazardous degree that all non-essential traffic will cease as one or more of the following exists:

(a) Roads are packed or covered or are extremely icy in spots.

(b) Snow is falling at a rate that exceeds snow removal efforts.

(c) High winds and snowfall are causing zero or near zero visibility conditions.

(d) Average snow accumulation on roadways has exceeded 4 inches.

(e) Conditions would cause lengthy and dangerous delays to drivers.

(f) Operating non-essential activities would cause unnecessary hazardous driving conditions to the community.

(4) Black indicates road conditions have deteriorated to such a hazardous degree that only emergency vehicles are authorized to be on the roadways.

d. Weather Warning Conditions:

(1) Tornadoes.

(2) Thunderstorms of any intensity within 5 nautical miles,
Note: All thunderstorms contain lightning.

(3) Wind gusts of 35 knots but less than 50 knots.

(4) Wind gusts of 50 knots or greater.

(5) Hail of 1/2 inch or greater.

(6) Snow accumulation of 2 inches or more within a 12 hour period.

(7) Freezing precipitation of any intensity.

(8) Thunderstorm watch.

e. Hurricane Conditions: Hurricane conditions listed below are common weather designations used by all weather agencies. Conditions run from four to one, with one being the worse case.

Fort Belvoir Regulation 115-1 (7 Jun 04)

(1) Condition 4: Seventy-two hours prior to forecast arrival of 50 knots or greater winds related to a tropical cyclone.

(2) Condition 3: Forty-eight hours prior to forecast arrival of 50 knots or greater winds related to a tropical cyclone.

(3) Condition 2: Twenty-four hours prior to forecast arrival of 50 knots or greater winds related to a tropical cyclone.

(4) Condition 1: Twelve hours prior to forecast arrival of 50 knots or greater winds related to a tropical cyclone.

f. Weekend Notification: Since the radio announcements will not normally be made on weekends, supervisors of employees who are scheduled to work on weekends/holidays should ensure their employees are provided guidance as to what to do in the event of adverse weather conditions.

g. Three-Day Forecast: A general weather forecast for the Fort Belvoir area providing temperatures, winds, cloud cover, and precipitation is available by dialing (703) 806-7018.

h. Emergency Essential Employees: Personnel who perform duties vital to the continuity of medical facilities, public safety, national defense, or other crucial operations, and who are required to be at work regardless of the emergency situations or any general dismissal authorization. Supervisors of personnel who are considered "Emergency Essential" must notify these personnel in writing (Appendix A), in order to reduce/eliminate confusion. Under special circumstances (such as a one-time event requiring the presence of those who are not normally "Emergency Essential"), oral notification may be used.

SECTION VII - REFERENCES

12. REFERENCES:

a. AR 1-13, Release of Personnel (15 Mar 85).

b. FB Reg 420-12, Directorate of Installation Support, Ice and Snow Removal and Road Sanding (30 May 2002).

c. TB Med 507, Prevention, Treatment & Control of Heat Injury (25 Jul 80).

d. OPM Guidance, Washington, DC, Area Dismissal or Closure Procedures (CPM 2001-12) <http://www.opm.gov/oca/compmemo/2001memoINDEX.asp>

Fort Belvoir Regulation 115-1 (7 Jun 04)

e. OPM News Release dated 22 January 1997, http://www.opm.gov/pressrel/html/jan_97.htm

f. Defense Commissary Agency Memorandum (17 Feb 94).

Fort Belvoir Regulation 115-1 (7 Jun 04)
App A

APPENDIX A
SAMPLE MEMORANDUM

Office Symbol

(Date)

MEMORANDUM FOR: (Name of Designee)

SUBJECT: Designation of "Emergency Essential Employees"
(Primary)

1. Reference FB Reg 115-1, 7 June 2004.
2. In accordance with cited reference, the duties of your position, _____, located in Bldg. _____, have been designated as critical to this installation's response to hazardous weather conditions. This means that should there be a general dismissal authorization due to adverse weather conditions or other curtailment of operations, and/or should your presence be required by Fort Belvoir contingency plans, you will be required to remain on duty or to report for duty, unless released by your supervisor.
3. A copy of FB Regulation 115-1 is attached for your information and use during adverse weather conditions.
4. Your signature below acknowledges your receipt of this memorandum,

Employee Signature Date

Director/Commander Signature

APPENDIX A
SAMPLE MEMORANDUM

Office Symbol

(Date)

MEMORANDUM FOR: (Name of Designee)

SUBJECT: Designation of "Emergency Essential Employees"
(Alternate)

1. Reference FB Reg 115-1, 7 June 2004.
2. In accordance with cited reference, the duties of your position, _____, located in Bldg. _____, have been designated as critical to this installation's response to hazardous weather conditions. This means that should there be a general dismissal authorization due to adverse weather conditions or other curtailment of operations, and/or should your presence be required by Fort Belvoir contingency plans, you will be required to remain on duty or to report for duty, unless released by your supervisor.
3. A copy of FB Regulation 115-1 is attached for your information and use during adverse weather conditions.
4. Your signature below acknowledges your receipt of this memorandum,

Employee Signature Date

Director/Commander Signature

APPENDIX B

Local Media Announcements

The Public Affairs Office will provide information to local media regarding Fort Belvoir's response to weather and other emergency situations. Local media provide continuing, in-depth coverage of closures, curtailments, cancellations and announcements throughout a weather emergency, and provide a good source of up-to-the-minute information. The following media outlets are those to whom notifications will be provided:

Radio

WMAL, 630 AM	WPWC, 1480 AM (Dumfries)
WTOP, 1500 AM	WRC, 960 AM
WOL, 1450 AM	WCTN, 950 AM
WAGE, 1200 AM	WKCW, 1420 AM (Warrenton)
WWDC, 101.1 FM	WAMU, 88.5 FM
WHUR, 96.3 FM	WMZQ, 98.7 FM
WGAY, 99.5 FM	WFLS, 93.3 FM (Fredericksburg)
WYRE, 103.1 FM (Annapolis)	

Television

Television sources also begin running information, often as early as 5 a.m. Check out channels 4, 5, 7, 8 and 9.

Internet

Belvoir Online <http://www.belvoir.army.mil>
Washington Post <http://www.washingtonpost.com>
WTOP Online <http://www.wtopnews.com>

The Public Affairs Office will post notices to the Belvoir Information Hotline at (703) 805-3030 to alert personnel to the installation's response to hazardous weather or other emergency situations. Such notices will clearly distinguish information intended for military audiences from that intended for civilian audiences, and will distinguish between information for the Garrison's work force and that of the installation's partner/tenant organizations.

Based on guidance contained in this regulation, as well as that of the Garrison Commander, in times of hazardous weather, the

Fort Belvoir Regulation 115-1 (7 Jun 04)
APP B

following paragraphs will be the basic messages used as circumstances warrant. Other information, such as weather forecasts and safety warnings, may be included as conditions warrant.

When OPM has designated that federal agencies are **OPEN**:

"Fort Belvoir is **OPEN**. Soldiers and employees are expected to report for duty as scheduled."

When OPM has designated federal agencies to be operating in **UNSCHEDULED LEAVE** status:

"Fort Belvoir is operating under an **UNSCHEDULED LEAVE** policy today. Fort Belvoir base operations offices and units will open on time, but Garrison Soldiers and employees not designated as Emergency Essential may take a day of leave without prior approval, but must contact their supervisors as soon as possible to inform them. "Emergency Essential Employees" are expected to report for duty on time." Employees and military personnel of Fort Belvoir's partner/tenant organizations should contact their supervisor with questions on duty status."

When OPM has designated federal agencies to be operating under **DELAYED ARRIVAL** policy:

"Fort Belvoir is operating under a **DELAYED ARRIVAL** policy. Emergency Essential Employees of Fort Belvoir base operations are expected to report for duty on time. Other employees and military personnel who work at Fort Belvoir should plan their commutes so that they arrive for work no more than ## hours later than their normally scheduled duty hours. Employees who arrive for work more than ## hours later than their normally scheduled arrival time will be charged annual leave or leave without pay for the additional period of absence from work. Employees and military personnel of Fort Belvoir's partner/tenant organizations should contact their supervisors with questions on duty status."

When OPM has designated federal agencies to be operating Under **DELAYED ARRIVAL/UNSCHEDULED LEAVE** policy:

"Fort Belvoir is operating on a **DELAYED ARRIVAL/UNSCHEDULED LEAVE** policy. Emergency Essential Employees of Fort Belvoir base operations are expected to report for duty on time. Other

Fort Belvoir Regulation 115-1 (7 Jun 04)
APP B

employees and military personnel who work at Fort Belvoir should plan their commutes so that they arrive for work no more than ## hours later than their normally scheduled duty hours. Employees who arrive for work more than ## hours later than their normally scheduled arrival time will be charged annual leave or leave without pay for the additional period of absence from work. Those who arrive late, but within the ## hours specified, will be excused without loss of pay or charge to leave. Those who are unable to come to work at all may take a day of leave without prior approval, but must contact their supervisors as soon as possible to inform them. Fort Belvoir's facilities and services will open on time. Employees and military personnel of Fort Belvoir's partner/tenant organizations should contact their supervisors with questions on duty status."

When OPM has designated federal agencies as CLOSED:

"The federal government is closed today due to the adverse weather. However, Fort Belvoir base operations Emergency Essential Employees are expected to report for duty on time. Other base operations soldiers and employees are excused from duty without loss of pay or charge to leave."

This is a basic announcement. On a case-by-case basis, it must include information about services and facilities to remain OPEN for a period of time despite the OPM announcement, such as childcare centers, Commissary, Post Exchange, shoppettes and other facilities, as may be determined.